

Finance Trainer

Finance Division

Closing Date: 1st December 2024
Job Reference: AG43968



Finance Trainer

Salary:

£33,966 – £44,263

Contract:

Fixed-Term contract until
31/07/2027

Location:

West Cambridge

Department:

Finance Training

Responsible to:

Manager Finance Trainer

Working pattern:

Full-time

Role Overview

The Finance Training Team provides specialist financial training to over 4000 staff across the University spanning professional services, research, and academic staff, at all grades. The training can be categorised into four main themes: the use of the University's Financial Systems, financial management skills; compliance with financial legislation and provision by external bodies of professional and vocational financial training within the University. They offer around 80 live online events per year, 1:1 coaching plus a growing portfolio of online courses and digital resources. You may be involved in all these aspects.

You will be a highly competent and approachable trainer who is an expert user of the University's financial systems who understands University financial policies and processes and who is comfortable working with digital learning technologies. You will be involved with creating and delivering learning solutions to support all these themes as well as supporting the Finance Transformation Programme (FTP) to build user knowledge, ability, and confidence in adopting new systems, responsibilities, and ways of working.

Working closely with the rest of the team, distinct functions within the Finance Division as well as staff at all levels within other departments they will be pro-active in the identification of needs and evaluation of the service delivered.

Role purpose

The Finance Trainer is responsible for the creation and delivery of learning solutions for those undertaking a range of financial and accounting activities across the University to support existing business processes; to comply with changes to financial systems, policies, procedures, or legislation; and to ensure the successful delivery of the FTP. This will include identifying and analysing training needs and opportunities, designing, creating, and delivering both digital and blended learning solutions and evaluating the outcomes of training interventions. Sometimes working in partnership with subject matter experts, often creating digital resources and they deliver training across all staff groups within the University.

You will participate in multi-team projects testing and shaping new functionality to ensure the smooth and efficient administration of departmental finances, to facilitate the roll out and maximise the acceptance of new systems, technology, and ways of working as part of the FTP. You will also be responsible for the annual production of the Year End training.



Finance Trainer

Key responsibilities

1. Training design and development

- Analyse individual, group, and organisational training needs to identify learning objectives and agree with stakeholders' key performance/evaluation measures.
- Select, or, in the case of larger programmes, recommend, the most appropriate learning methodology to meet identified needs. Cost and plan the development and implementation of courses to align with business needs.
- Curate internal and external learning resources to provide suggested learning paths applicable to specific finance roles and experience levels.
- In some instances, they will create eLearning courses themselves on other occasions they will write, specifications for others to develop eLearning materials. Plan and manage (sometimes in partnership with the eLearning developer) functional and business analysts, subject matter experts and departmental users to design and create engaging, accessible e-learning, classroom, or blended solutions and resources.

2. Training delivery

- Deliver standard and bespoke courses to departmental staff, at all levels, across the University.
- Training may take the form of in-person delivery, online virtual events or curated online content and range from one-to-one coaching through to large group presentations. It may be part of a multi-session programme, or a one-off course. They will need to communicate effectively and appropriately with professional, administrative, and academic colleagues.
- Use digital technologies (e.g. breakout rooms, polls, virtual whiteboards, file sharing and discussions) to create an interactive learner centered experience during virtual events and to support learning. Manage group dynamics particularly where there are mixed abilities, backgrounds, and grades and if necessary, tailoring courses and individual sessions to meet the needs of the learner.
- Assess the achievement of learning objectives and progress of attendees throughout the event through observation, questioning, skills exercises, quizzes, and assessments. Provide feedback and post-course coaching to individuals where needed. Use digital tools to record learning events and support learners to use these records for review and self-assessment.
- Where face-to-face delivery is required, they run some events on their own, at other times they are assisted by functional experts. When this happens, they will be responsible for the supervision, coaching and development of these occasional trainers

3. Procedural documentation

- Create and maintain detailed training and quick reference guides for university systems and processes to assist staff following the process.
- Liaise with other finance staff to keep up to date with current accounting policies/procedures and keep abreast of common/emerging problems reported to the helpdesk.
- Inform Departmental users of system issues and developments via targeted communications and update materials accordingly.

Finance Trainer

Key responsibilities continued

4. Year-end procedures

- Annual co-ordination of subject leads to ensure development, delivery and recording of year-end briefing sessions. Including the booking of venues and recording resources.
- Plan, develop and deliver training for those undertaking year end for the first time.
- Updating the procedures pages on the Finance Division website, uploading new templates and video recordings.
- Publication, marketing and administration of the Year end briefing sessions and new user courses
- Evaluating the engagement and impact of the and training provided.

5. Evaluation

- Assess the achievement of learning objectives and the application of learning to the workplace for both programmes and individuals. Uses a variety of methods including both formative and summative assessments, observation, feedback, and other evidenced performance metrics.
- Recommends and initiates small scale improvements where required as well as producing formal programme evaluations and reports for consideration by other.

6. Testing

- Test in conjunction with module owners, functional analysts, and departmental focus groups the development of new functionality, system upgrades and annual security patches.
- Proactively suggest changes in the processes that will bring improved effectiveness and efficiencies to the University. Identify where required appropriate and pragmatic workarounds for irresolvable issues.

7. Other

- To liaise with occasional and specialist trainers and their line managers regarding release for course and preparation time required
- Publication and marketing of the programme in liaison with the Training assistant through the production of flyers, posters, web pages and emails.
- Where appropriate identifying specific groups and providing targeted information on relevant courses.
- Assist/cover for other members of the team as required to ensure the smooth running of all the training programmes, answer attendees' questions and maintain the team's high customer service levels.
- Keep up to date with developments and business processes across the finance systems and across the wider Finance function.
- Stay up to date with digital technologies as they evolve, adopt new devices, applications, software, and updates into practice.
- Perform any other duties within their competence as directed by the Manager of Finance Training.

Person specification

	Essential	Desirable
Experience		
Using finance systems within a large organisation	✓	
Undertaking individual and institutional training needs analysis	✓	
Designing engaging blended learning programmes	✓	
Delivering training in person and online	✓	
Working with web technologies and open-source software		✓
Delivering training using virtual learning environments		✓
Skills		
An expert user of the university finance systems	✓	
Competent creator of learning resources: online assessment tools, screen-casting, software, audio, and video recordings	✓	
Highly proficient in the use of the MS Office 365 suite including Word, Excel, PowerPoint, SharePoint, and Teams	✓	
Excellent written and oral communication skills	✓	
An effective team worker who can also work independently	✓	
Excellent administrative and organisational skills to enable them to deal with multiple deadlines and to forward plan	✓	
Displays resilience and has good problem-solving skills	✓	
Able to learn new systems and concepts quickly	✓	

Person specification Continued

	Essential	Desirable
Knowledge		
An understanding of learning pedagogies	✓	
An understanding of accounting principles/practices ideally within the HE-sector		✓
Knowledge of University accounting policies and procedures		✓
Qualifications		
A good standard of formal education typically to 'A' level standard including GCSE/'O' Mathematics and English	✓	
A relevant teaching qualification/ a relevant IT training and development qualification or an equivalent level of practitioner experience in a learning & development setting	✓	
A level 4 accounting qualification e.g. AAT (Association of Accounting Technicians)		✓
Additional requirements		
Attention to detail and maintains accuracy under pressure	✓	
Flexible and adaptable in their approach	✓	
Tactful and diplomatic	✓	
Curiosity, eagerness to learn and embrace change	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>.

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	B
Strategic Focus	C

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Finance Division



It is the responsibility of the Finance Division to manage the financial resources of the University.

The Finance Division promotes good practice in Accounting, Reporting, Planning, Procurement, Taxation, Insurance and Pensions and is also responsible for maintaining the integrity of the accounting records, facilitating financial transactions, establishing best practice and for producing both the statutory accounts and management information to assist in decision making at all levels of the institution.

Our staff promote the effective use of Cambridge's financial resources by providing professional advice across the University and Group entities when appropriate. We supply financial information to the Council and other bodies to enable them to make informed decisions.

We also ensure Cambridge's financial compliance with the Office for Students (OfS), UKRI, HMRC and other funding and regulatory bodies, in addition to preparing the University's annual statutory financial statements. The Finance Division has 240 staff spread across three main sites in Cambridge. This role, in the Finance Training is based in Greenwich House, Madingley Road. The University is supportive of hybrid working, where some work is undertaken on University premises and some in a remote working environment. The aim of our approach is to enable as many staff as possible to work in a hybrid way if they wish and where their role allows. This arrangement is subject to change and will not form a part of the contractual terms of the role.

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis until 31/07/2027. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are of full-time working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you

will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic disclosure (DBS) check and a Agenda Security check. Any offer of employment we make to you will be conditional of these checks. Whether an outcome is satisfactory will be determined by the University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the

best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

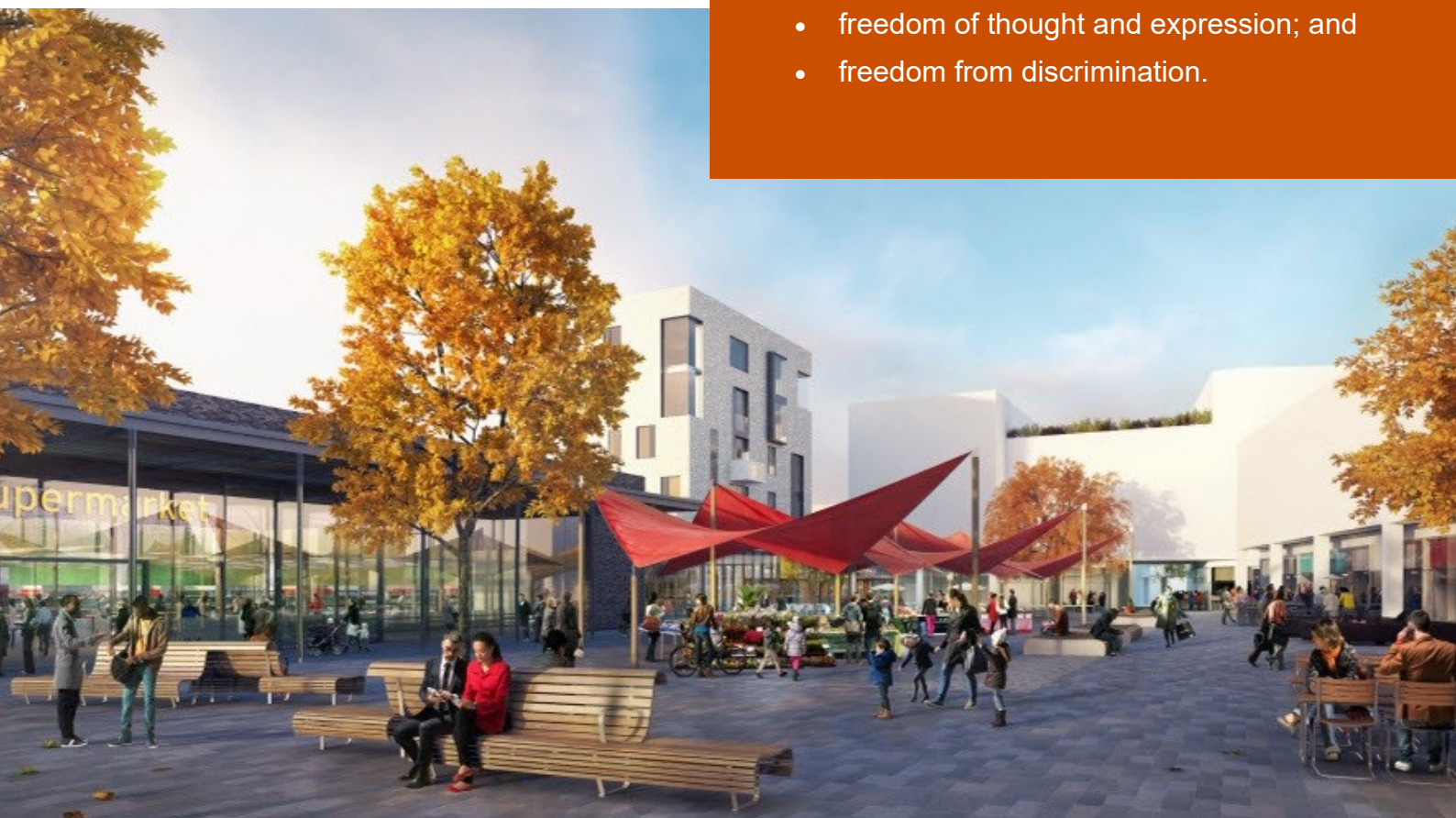
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Helen Parker, Finance Training at:
helen.parker@admin.cam.ac.uk

If you have any queries regarding the application process please contact finhr_recruitment@admin.cam.ac.uk

The closing date for applications is: 1st December 2024

The interview date for the role is: 11th December 2024